

**ECF Users Group Meeting
January 17, 2003 at 10:00 a.m.**

Attending:

<u>Name</u>	<u>Firm</u>	<u>Email Address</u>
Cindy Baker	Mitchell, Rallings, et al	cbaker@mrsmt.com
Cindy Patterson	Parker, Poe, et al.	cindypatterson@parkerpoe.com
Susan Carnes	Geoffrey Planer	planerlf@bellsouth.net
Pam Humphrey	Chapter 13 Trustee	ch13cha@aol.com
Jessica Adams	David Badger	sheilasmith@carolina.rr.com
Heather Rodman	Shuford, Hunter & Brown	heatherrodman@shblawyers.com
Casey Hopper	O. Max Gardner	cjhopper44@cs.com
Jill Armour	O. Max Gardner	jillarmour@carolina.rr.com
Geena Branger	Smith Debnam	gbrangers@smithdebnamlaw.com
Susanne Robicsek	S. Robicsek	robicsek@aol.com
Linda Mallos	Bankruptcy Administrator	linda_mallos@ncwba.uscourts.gov
Leon Orr, Jr.	Leon Orr, Jr.	leonorr@bellsouth.net

Court Staff:

Karen Heavner, Systems Analyst
Lisa Lambert, Case Administrator
Julia Adams, Courtroom Deputy
Cecelia Burr, Courtroom Deputy
Robin Shirah, Case Administrator
Carol Caldwell, Operations Manager

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MEETING MINUTES:

1. **Submitting Proposed Orders Electronically.**

- The Administrative Order allowing proposed orders to be tendered electronically was posted on the court's website January 13, 2003 and became effective on January 15, 2003. When orders are submitted electronically there will be no email notification because the order is considered a private entry (doesn't appear on the public docket).
- If Orders are tendered incorrectly, untimely, or containing errors, a case administrator will contact you with corrections to be made and she/he will note the contact in their notes. You must be sure to resubmit or follow-up with any Orders that are submitted untimely or that contained errors.
- No original orders (tendered electronically) will be returned to you. Only orders submitted via mail or personally delivered to the Clerk's office will be returned.

- Orders are given top priority by the Clerk's Office. The minimum turnaround time for case administrators to get orders signed and entered into system is 48 hours.
- Orders submitted for signature must be accompanied by the "Tender of Order" form. This form (in PDF format and soon in WordPerfect format) may be found on the court's home page under Court Documents/Local Forms.

2. **Attorney Manual Updates**

- Updates are posted on the court's Training web page under CM/ECF Information.

3. **Judge/Trustee/341 Assignment**

- Please be sure you run this program daily after filing all new cases.
- After filing only Chapter 13 cases the program will return a blank screen even though the judge and trustee are assigned. This is because there is no 341 docket text as there is in other chapters. There seems to be a bug in the program which causes this to also happen in Chapter 7 Business cases.

NEW DISCUSSION ITEMS:

4. **Law Firm not receiving email notification.**

- If you add a law firm to a case instead of a specific attorney name the law firm will not receive email notifications. (example: When trustees' employ the law firm as attorney for the trustee.) The only way to receive email notifications is by specific attorney names being used.
- Only one person can use an attorney's login at a time. If you are logged in and someone else logs in under that same login, ECF will bump the original person out. There has been a "modification request" sent to Washington about this issue. Karen Heavner will follow up on this request.

5. **Certificates of Service.**

- Is the Certificate of Service being signed by a staff member a problem? Carol Caldwell and Julia Adams said, "no." They stated that it has always been done like this and they do not see a problem with it as long as the attorney knows that they are signing them.

6. **Notice of Disinterest and Request to No Longer Receive Notices in Case.**

- This was designed for creditor attorneys who no longer wish to receive electronic notices in a case.
- The Court has added this entry under the 'Notices' menu option in ECF. It is a "text only" entry on the docket. No PDF is attached. Any attorney no longer wanting to

receive email notifications in certain cases may file this in the case. A case administrator should update the case within 24 hours and you should no longer receive email notifications from ECF in those cases.

7. **Summary ECF Report**

- Registered users may run this report (from the Reports menu in ECF) of all ECF filings for a specific day relating to their individual login. This report allows users to capture email notifications that were missed due to problems with internet service or when a mail server is down for whatever reason. When needing a report for more than one day individual reports (one for each day) must be run.
- Users may run this report regardless of whether they receive individual email or summary email.

8. **Amendments to Matrix.**

- When filing amendments to the matrix in a case, be sure to mark which are being amended on the matrix. You can show this with a “star” or “asterisk.” No disk needs to be filed with the Clerk’s Office.

9. **Filing Motions.**

- Please be sure to select the Motion that is appropriate to what you are filing. Look through the listing of Motions on the ECF website before you file one. Many times instead of selecting the appropriate motion users are selecting “X-Other.” Some Motions have attached docket or case updates and when incorrect motions are filed, case administrators may be required to edit things that didn’t get updated.